

AGENDA
HEALTH AND MEDICAL SERVICES COMMITTEE
Monday, June 6th 10:00 a.m.

Members: Robusto, Groat, Bender, Brady, Miller

10:00 a.m. Approve minutes from previous meeting

10:00 a.m. Nursing Home, Jeffrey Stalker

Monthly Report [NH6RPT2PersonnelMay.xls](#)

TRANSMITTAL:

- Abolish and create positions
[NH6RESAbolishCreateDepHealthServComptroller.doc](#)

10:15 a.m. Mental Health, Jim Haitz

Financial/Performance Report

TRANSMITTALS:

- Authorization to create and abolish positions and amend budget (1)
[MH6RES1 Create Psychiatric Nurse Practitioner Position.doc](#)
- Authorization to create and abolish positions and amend budget (2)
[MH6RES2 Create Program Supervisor Position REV1.doc](#)
- Authorization to sign contract with Unity House of Cayuga
[MH6RES3 Contract for Services Unity House 2022.doc](#)
- Authorization to sign lease agreement with Unity House of Cayuga
[MH6RES4 Contract Lease Unity House 2022.doc](#)
- Award RFP and Contract CCSI [MH6RES5 Authorization to Award RFP and Contract CCSI.doc](#)

10:30 a.m. Public Health, Diane Devlin

TRANSMITTALS:

- Authorization to contract with Health Research Inc. [PH06RES01 HRI Contract for PHEP Activities 7.1.22 - 6.30.23.doc](#)
- Authorization to contract with Oswego CiTi BOCES [PH06RES02 Oswegoc CiTi BOCES Related Services Contract 7.1.22 - 6.30.23.doc](#)
- Authorization to contract with Sodus Central School District
[PH06RES03 Sodus CSD Related Services 5.1.22-6.30.24.doc](#)

MONTHLY ACTIVITIES REPORT

RESOLUTION TRANSMITTAL

Committee No. 6

Date: 6/6/2022

Committee Chair: Frank Robusto
Department Head: Jeffrey Stalker

Authorization to Abolish Full Time Finance Clerk Position and Create and Fill the Position of a Full Time Deputy Health Services Comptroller position for the Wayne County Nursing Home

WHEREAS, the full time Finance Clerk position has been vacant since 2022; and

WHEREAS, the Business Office is in the process of re-organizing positions and it has been determined that the Finance Clerk position is no longer required; and

WHEREAS, the nursing home would benefit from a full time Deputy Health Services Comptroller position; and

WHEREAS, it has been determined that abolishing the Finance Clerk full time position and creating a full time Deputy Health Services Comptroller position will better serve the nursing home; and

WHEREAS, the proposed hourly rate for Deputy Health Services Comptroller would be at a grade 6 in accordance with the CSEA agreement; and

WHEREAS, sufficient budget appropriations are available in the 2022 Nursing Home's budget, not requiring an amendment to the 2022 budget for this change to occur; now, therefore, be it

RESOLVED, that the full time Finance Clerk position (grade 13, CSEA Contract) is hereby abolished effective immediately; and be it further

RESOLVED, that the position of full time Deputy Health Services Comptroller be created within the Managerial Confidential pay plan structure, Grade 6.

Budgeted: yes ___ no X Proposed Cost: 0 Reimbursed Amount _____ County cost 0

Departmental transfer \$ _____ from Account No. _____ to Account No. _____

County Administrator's Review: _____ Date: _____

Human Resources Office Review: yes ___ no ___ N/A ___ Signature: _____

County Attorney Review: yes ___ no ___ N/A ___ Signature: _____

Standing Committee: Ayes _____ Nays _____ Date: _____ Signature: _____

Signature/Date Rec'd: _____ Clerk, Board of Supervisors

Referred to:

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

RESOLUTION TRANSMITTAL

Committee No. 6 Health & Medical

Date: June 6, 2022

Committee Chair: Frank Robusto
Department Head: James Haitz

AUTHORIZATION FOR THE MENTAL HEALTH DEPARTMENT TO CREATE ONE PSYCHIATRIC NURSE PRACTITIONER FULL-TIME POSITION, AND ABOLISH ONE NURSE PRACTITIONER PART-TIME POSITION & ABOLISH ONE PSYCHIATRIST PART-TIME POSITION, AND AMEND THE 2022 BUDGET

WHEREAS, the Mental Health Department currently has a high volume of children & adolescents and adult patients who are in need of psychiatric medical treatment and medication management services; and

WHEREAS, the department as a result of the professional staff shortage crisis, has experienced significant difficulty in recruiting and filling various licensed professional positions, including medical staff, and the situation has resulted in a significant strain on the daily operations of the department including medical psychiatric services related to patient care; and

WHEREAS, given the Director of Mental Health has the opportunity to hire an internal candidate who is graduating and becoming credentialed as a Psychiatric Nurse Practitioner and who is trained in treating both children, adolescents, and adults; and

WHEREAS, this position will be funded with funds that are sufficiently available in the department's personal services budget and as a result of abolishing a part-time nurse practitioner position as well as part-time psychiatrist position, and will result in additional budgetary savings from this change; and

WHEREAS, in addition, this position will generate sufficient revenue from fees for services to cover the costs associated with the position; and

WHEREAS, the Director of Mental Health has reviewed this request with the County Administrator and the Human Resource Director, and is requesting that the Board authorize the creation of a full-time Psychiatric Nurse Practitioner position and set the annual salary at \$104,500., which is the current and appropriate comparable rate for other like positions in the department, and this rate has been approved by the Human Resource Director; and

WHEREAS, the County Administrator has also reviewed and approved this proposal; therefore, be it

RESOLVED, that Board of Supervisors authorizes that one part-time nurse practitioner position be abolished and one part-time psychiatrist position be abolished; and one full-time Confidential Management Position in title of Psychiatric Nurse Practitioner full-time be created in the Mental Health Department, and that the salary for this position be set at \$104,500 annually, and that the Mental Health Director is authorized to hire and fill this position; and be it further

RESOLVED, the Treasurer is authorized to make the following 2022 Budget amendments which will be sufficient to fund the position for the remainder of 2022:

Account No. A4300 – Behavioral Health:

(Appropriations)

\$39,744 from 51529.M8350 Nurse Practitioner

\$39,744 to 51518.M2110 Psychiatric Nurse Practitioner

Budgeted: yes no Proposed Cost: \$39,744 Reimbursed Amount: \$39,744 County cost: none

Departmental transfer \$ _____ from Account No. _____ to Account No. _____

County Administrator's Review: _____ Date: _____

Human Resources Office Review: yes no N/A Signature: _____

County Attorney Review: yes no N/A Signature: _____

Standing Committee: Ayes _____ Nays _____ Date: _____ Signature: _____

Signature/Date Rec'd: _____ Clerk, Board of Supervisors

Referred to:

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

RESOLUTION TRANSMITTAL

Committee No. 6 Health & Medical

Date: June 6, 2022

Committee Chair: Frank Robusto

Department Head: James Haitz

AUTHORIZATION FOR THE MENTAL HEALTH DEPARTMENT TO CREATE ONE PROGRAM SUPERVISOR FULL-TIME POSITION, AND ABOLISH ONE STAFF SOCIAL WORKER FULL-TIME POSITION & ABOLISH ONE STAFF SOCIAL WORKER PART-TIME POSITION, AND AMEND THE 2022 BUDGET

WHEREAS, the Mental Health Department currently has several programs which have grown and expanded over the years, including the Early Recognition Screening Program for Children, the Suicide Prevention Coalition, the School Based Mental Health Satellite Clinic Program (with 31 clinics), and our Marketing & Public Relations and Community Education Programs; and

WHEREAS, the individual who has been assigned to these programs areas over the years has steadily taken on a role of increased responsibilities related to the independent oversight of these programs and includes a higher level of work related functions such as planning, program management, budget management, and supervisory tasks related to programming and staff, and this individual reports directly to the Director, and they are currently working beyond the scope of their role as a staff social worker, and the programs require this high level of supervisory oversight and management; and

WHEREAS, the Director of Mental Health would like to create a Program Supervisor position in order to appropriately coincide the proper title & position with the current level of responsibility associated with this role; and

WHEREAS, the Director has the opportunity to hire an internal candidate who is currently functioning in this capacity and who is well trained and experienced, and performing exceptionally in this role; and

WHEREAS, this position will be funded with funds that are sufficiently available in the department's personal services budget and as a result of abolishing a full-time staff social worker position as well as part-time staff social worker position, and will result in additional budgetary savings from this change; and

WHEREAS, in addition, this position will generate revenue from fees for services, grants and state aid to cover the costs associated with the position; and

WHEREAS, the Director of Mental Health has reviewed this request with the County Administrator and the Human Resource Director, and is requesting that the Board authorize the creation of a full-time Program Supervisor position, Managerial Confidential Grade 8, and set an annual salary at \$71,167.00; and

WHEREAS, the County Administrator and Human Resource Director have reviewed and approved this proposal; therefore, be it

RESOLVED, that Board of Supervisors authorizes that one full-time Staff Social Worker position be abolished and one part-time Staff Social Worker position be abolished; and one full-time Confidential Management Position in title of Program Supervisor full-time be created in the Mental Health Department, and that the Mental Health Director is authorized to hire and fill this position effective June 24, 2022; and be it further

RESOLVED, the Treasurer is authorized to make the following 2022 Budget amendments which will be sufficient to fund the position for the remainder of 2022:

Account No. A4300 – Behavioral Health:

(Appropriations)

\$37,000 from 51322.M2100 Staff Social Worker

\$37,000 to 51405.M8200 Program Supervisor

Budgeted: yes no Proposed Cost: \$37,000 Reimbursed Amount: \$37,000 County cost: none

Departmental transfer \$ _____ from Account No. _____ to Account No. _____

County Administrator's Review: _____ Date: _____

Human Resources Office Review: yes no N/A Signature: _____

County Attorney Review: yes no N/A Signature: _____

Standing Committee: Ayes _____ Nays _____ Date: _____ Signature: _____

Signature/Date Rec'd: _____ Clerk, Board of Supervisors

Referred to:

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

RESOLUTION TRANSMITTAL

Committee No. 6 Health & Medical

Date: June 6, 202

Committee Chair: Frank Robusto
Department Head: James Haitz

Authorization to the Mental Health Department to Renew its Annual Service Contract with Unity House of Cayuga

WHEREAS, the Mental Health Department wishes to renew its annual contract for services with the following organization for the purposes of the continued provision of mental hygiene related services and for disbursement of New York State and/or Wayne County funding in the following amount:

Unity House of Cayuga \$115,269 (State);

now, therefore, be it

RESOLVED, that the Chairman of the Board is authorized to sign a renewal contract with Unity House of Cayuga in the amount not to exceed \$115,269 for the provision of mental hygiene services for the period January 1, 2022 to December 31, 2022, and not to exceed the listed funding amount in accordance with the 2022 State funding award amount, including any county funding as noted, and also any plus/minus adjusted amount based on prior year state funding closeout reconciliations, and the contract being subject to the County Attorney's review as to form and content.

Budgeted: yes no Proposed Cost: \$115,269 Reimbursed Amount: \$115,269 County cost 0

Departmental transfer \$ _____ from Account No. A4322.54685 to Account No. _____

County Administrator's Review: _____ Date: _____

Human Resources Office Review: yes no N/A Signature: _____

County Attorney Review: yes no N/A Signature: _____

Standing Committee: Ayes _____ Nays _____ Date: _____ Signature: _____

Signature/Date Rec'd: _____ Clerk, Board of Supervisors

Referred to:

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

RESOLUTION TRANSMITTAL

Committee No. 6 Health & Medical

Date: June 6, 2022

Committee Chair: Frank Robusto
Department Head: James Haitz

Authorization to the Mental Health Department & Wayne Behavioral Health Network (WBHN) to Renew the Annual Contract with Unity House for Rental Lease Agreement

WHEREAS, Unity House of Cayuga County and WBHN continue to collaborate in the provision of services to mutually shared clients; and

WHEREAS, Unity House and WBHN each find it mutually beneficial to work in close proximity to one another to enhance coordination of such services; and

WHEREAS, this arrangement is desired to be continued by both agencies; now, therefore be it

RESOLVED that the Chairman of the Wayne County Board of Supervisors is authorized to sign & renew a lease agreement for the period of January 1, 2022 to December 31, 2022 subject to County Attorney's approval as to form and content, by and between Wayne Behavioral Health Network and Unity House of Cayuga County for 233.625 sq. ft. of space (1 designated office) at WBHN Offices at 1519 Nye Road, Lyons NY, for a monthly charge of \$425.00 due on the 1st of each month; and be it further

RESOLVED, that the following charges will be in addition to the monthly lease fee: Unity House will be charged and billed for fees for telephone services and tolls to their exclusive extension in the office space that they occupy, at the actual monthly cost charged to WBHN by the IT Dept; and be it further

RESOLVED, that faxing services will be charged and billed at a rate of \$.25-cents per page and copying usage be charged and billed at a rate of \$.05-cents per page.

Budgeted: yes [checked] no Proposed Cost: 0 Reimbursed Amount: \$5100 + fees County cost 0

Departmental transfer \$ from Account No. to Account No.

County Administrator's Review: Date:

Human Resources Office Review: yes no N/A Signature:

County Attorney Review: yes no N/A Signature:

Standing Committee: Ayes Nays Date: Signature:

Signature/Date Rec'd: Clerk, Board of Supervisors

Referred to: Committee: Ayes Nays Date: Signature:

Committee: Ayes Nays Date: Signature:

RESOLUTION TRANSMITTAL

Committee No. 6 Health & Medical

Date: June 6, 2022

Committee Chair: Frank Robusto
Department Head: James Haitz

AUTHORIZATION TO AWARD RFP AND CONTRACT FOR MENTAL HEALTH-BEHAVIORAL HEALTH FINANCIAL ANALYST-FISCAL OFFICER SERVICES

WHEREAS, In accordance with the Wayne County Purchasing Policy an RFP was issued for Mental Health-Behavioral Health Financial Analyst-Fiscal Officer Services; and

WHEREAS, responses to the RFP were opened on April 21, 2022 with proposals received from Coordinated Care Services, Inc.; and

WHEREAS, the proposals have been reviewed by the Director of Mental Health, the Deputy Director of Mental Health, and the Quality Assurance-Quality Improvement Coordinator for Mental Health and evaluated using published RFP criteria; and

WHEREAS, the review committee evaluated the sole proposal submitted by Coordinated Care Services, Inc., and the reviewers individually completed and submitted a scoring criteria form, based upon the proposal materials submitted by the vendor; and

WHEREAS, scoring categories included service cost, vendor experience in providing similar services, references, qualifications of the teams personnel and experience, the project understanding and work plan; and

WHEREAS, the following details the proposed cost offer as well as the total scores received by the evaluation committee for each vendor, out of 150 total possible points; and

- Coordinated Care Services, Inc.
Cost Price Offer \$26,000 each year annually for a 3 year period (36 months).
Total Score Received/150 pts: 148pts.

WHEREAS, as a result of the combined score totals from each evaluator, the review committee recommends that Coordinate Care Services, Inc., offering is deemed in the best interest of the county; now, therefore be it,

RESOLVED, that the Wayne County Board of Supervisors hereby accepts the proposal submitted by Coordinated Care Services, Inc.; and be it further

RESOLVED, that the Chairman of the Board of Supervisors is hereby authorized to execute a contract on behalf of the County of Wayne, subject to the County Attorney's approval as to form and content, with Coordinated Care Services, Inc., for the amount of \$26,000 annually for a 3 year contract period July 1, 2022 through June 30, 2025.

Budgeted: yes no Proposed Cost: \$26,000 Reimbursed Amount: \$26,000 County cost: none

Departmental transfer \$ _____ from Account No. _____ to Account No. _____

County Administrator's Review: _____ Date: _____

Human Resources Office Review: yes no N/A Signature: _____

County Attorney Review: yes no N/A Signature: _____

Standing Committee: Ayes _____ Nays _____ Date: _____ Signature: _____

Signature/Date Rec'd: _____ Clerk, Board of Supervisors

Referred to:
Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

RESOLUTION TRANSMITTAL

Committee No. 6

Date: 6/6/22

Committee Chair: Frank Robusto
Department Head: Diane M. Devlin

AUTHORIZATION TO CONTRACT WITH HEALTH RESEARCH, INC FOR WAYNE COUNTY PUBLIC HEALTH TO PERFORM PUBLIC HEALTH EMERGENCY PREPAREDNESS ACTIVITIES

WHEREAS, Wayne County Public Health (WCPH) is required by the New York State Department of Health (NYSDOH) to perform Public Health Emergency Preparedness activities; and
WHEREAS, funding for such activities comes from Health Research, Inc (HRI); and
WHEREAS, WCPH's current contract with HRI expires on June 30, 2022 and HRI has sent a contract renewal for the period of July 1, 2022 to June 30, 2023 for an amount not to exceed \$81,835; now, therefore, be it
RESOLVED, that the Chairman of the Board of Supervisors is hereby authorized to sign a contract, along with any future contract amendments, with Health Research, Inc. for WCPH to perform Public Health Emergency Preparedness activities, for the period of July 1, 2022 to June 30, 2023, for an amount not to exceed \$81,835, subject to the approval of the County Attorney as to form and content.

Budgeted: yes no Proposed Cost: \$81,835 Reimbursed Amount \$81,835 County cost 0

Departmental transfer \$ _____ from Account No. _____ to Account No. _____

County Administrator's Review: _____ Date: _____

Human Resources Office Review: yes no N/A Signature: _____

County Attorney Review: yes no N/A Signature: _____

Standing Committee: Ayes _____ Nays _____ Date: _____ Signature: _____

Signature/Date Rec'd: _____ Clerk, Board of Supervisors

Referred to:
Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

RESOLUTION TRANSMITTAL

Committee No. 6

Date: 6/6/2022

Committee Chair: Frank Robusto
Department Head: Diane M. Devlin

AUTHORIZATION TO EXECUTE A CONTRACT WITH OSWEGO CITI BOCES FOR THE PROVISION OF VISION THERAPY SERVICES FOR CHILDREN WITH HANDICAPPING CONDITIONS FOR WAYNE COUNTY PUBLIC HEALTH DEPARTMENT

WHEREAS, pursuant to Section 4410 of the Education Law, Wayne County Public Health (WCPH) is required to contract with providers of Related Services for children with handicapping conditions; and
WHEREAS, WCPH wishes to contract with Oswego CiTi BOCES for the provision of Vision Therapy Services for the period of July 1, 2020 to June 30, 2021 at the following rates:

- Vision Therapy \$143.13 / .5 hour
- Consultation - \$285 / consult
- Evaluation - \$435 / evaluation

now, therefore be it

RESOLVED, that the Chairman of the Board of Supervisors is hereby authorized to execute a contract with Oswego County BOCES, and sign any future contract amendments, for the period of July 1, 2022 to June 30, 2023 for the provision of Vision Therapy services at \$143.13 / .5 hour session, Consultation - \$285 / consult, and Evaluation - \$435 / evaluation, subject to the approval of the County Attorney as to form and content and meeting insurance requirements.

Budgeted: yes no Proposed Cost: 0 Reimbursed Amount _____ County cost 0

Departmental transfer \$ _____ from Account No. _____ to Account No. _____

County Administrator's Review: _____ Date: _____

Human Resources Office Review: yes no N/A Signature: _____

County Attorney Review: yes no N/A Signature: _____

Standing Committee: Ayes _____ Nays _____ Date: _____ Signature: _____

Signature/Date Rec'd: _____ Clerk, Board of Supervisors

Referred to:

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

RESOLUTION TRANSMITTAL

Committee No. 6

Date: 6/6/2022

Committee Chair: Frank Robusto
Department Head: Diane M. Devlin

AUTHORIZATION TO EXECUTE CONTRACT WITH SODUS CENTRAL SCHOOL DISTRICT TO PROVIDE RELATED SERVICES TO PRESCHOOL CHILDREN WITH HANDICAPPING CONDITIONS FOR WAYNE COUNTY PUBLIC HEALTH

WHEREAS, the County is required to contract for approved special education services or programs pursuant to Section 4410 of the Education Law; and

WHEREAS, the Sodus Central School District has been approved by the New York State Education Department to provide Related Services to preschool children with handicapping conditions; and

WHEREAS, Wayne County Public Health wishes to contract with the Sodus Central School District for the provision of Related Services for the period of May 1, 2022 to June 30, 2024 for the following services and rates:

- May 1, 2022 to June 30, 2022: Individual Speech Therapy, Occupational Therapy, Physical Therapy, Psychological Services - \$70/.5hr; Group (up to 5) - \$50/.5hr; Coordination of Services - \$20/.5hr; 1:1 Aide - \$12/.5 hr
- July 1, 2022 to June 30, 2024: : Individual Speech Therapy, Occupational Therapy, Physical Therapy, Psychological Services - \$80/.5hr; Group (up to 5) - \$50/.5hr; Coordination of Services - \$50/.5hr; 1:1 Aide - \$12/.5 hr;

now, therefore, be it

RESOLVED, that the Chairman of the Board of Supervisors is hereby authorized to execute a contract, and sign any future contract amendments that add or remove services, with Sodus Central School District to provide Related Services to preschool children with handicapping conditions for the above listed services and rates for the period of May 1, 2022 to June 30, 2024, subject to the approval of the County Attorney as to form and content.

Budgeted: yes no Proposed Cost: 0 Reimbursed Amount _____ County cost 0

Departmental transfer \$ _____ from Account No. _____ to Account No. _____

County Administrator's Review: _____ Date: _____

Human Resources Office Review: yes no N/A Signature: _____

County Attorney Review: yes no N/A Signature: _____

Standing Committee: Ayes _____ Nays _____ Date: _____ Signature: _____

Signature/Date Rec'd: _____ Clerk, Board of Supervisors

Referred to:

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____